

## Communication Procedures

<b>Message</b>	<b>Stakeholders</b>	<b>Channel</b>	<b>Timing/Intervals</b>	<b>Feedback</b>
Drafts of the Five-Year Plan	Library Board of Rhode Island, Library directors, library professional organizations, user representatives	Published on State Library Web site	Designated time for review and comment	Review and feedback
Final Five-Year Plan	Library Board of RI, All public, academic and special libraries and selected school libraries, users	Published on State Library Web site	Available when approved by IMLS and throughout Five-Year period	Invite and log comments throughout period to use in Five-Year Plan
“Substantive” Revisions to the Plan	IMLS; other enabling stakeholders; functional input/output stakeholders affected by the revisions	E-mail followed up with copy on state website	According to the LSTA: not later than April 1 of the fiscal year preceding the fiscal year for which the amendment will be effective. Replaces or amends Five-Year Plans	Approval of revision
Results/products/ Benefits of implementing the plan	All types of stakeholders, including users	Presentations/meetings, print and electronic media, various reports	Publicize achievement of important milestone/result; as required for reporting purposes	How stakeholders will use the information